

BOTETOURT COUNTY DEVELOPMENT SERVICES SIGN PERMIT

5 West Main Street, Suite 100 ♦ Fincastle, Virginia 24090 ♦ 540.473.8320

Property Information:

Property Owner's Name					
Business Owner's Name					
Business Name					
Mailing Address					
Physical Address for Sign					
Telephone Number					
Tax Parcel		Zoning		Sign Permit #	

Electronic Message Boards

Date of Rezoning/Special Exception Approval: _____
Attach approval letter and conditions/proffers

New Sign Information. Please complete the following **required** information.

Type of Sign:

Wall Monument Window (Neon) Bulletin Board Directory Freestanding (Ground/Pole)
 Electronic Message Board Projecting Sign Reface Banner Other _____

Measurements:

❶ Sign Area: _____ x _____ = _____ Sq. Ft. Linear feet of building frontage: _____ Ft.
Applicable to multiple-storefront buildings

Street/Road Frontage _____ Setback from nearest right-of-way _____ Ft.
(if applicable) *(if applicable)*

Total Height _____ Ft. Setback from nearest property line _____ Ft.

❷ Sign Area: _____ x _____ = _____ Sq. Ft. Linear feet of building frontage: _____ Ft.
Applicable to multiple-storefront buildings

Street/Road Frontage _____ Setback from nearest right-of-way _____ Ft.
(if applicable) *(if applicable)*

Total Height _____ Ft. Setback from nearest property line _____ Ft.

❸ Sign Area: _____ x _____ = _____ Sq. Ft. Linear feet of building frontage: _____ Ft.
Applicable to multiple-storefront buildings

Street/Road Frontage _____ Setback from nearest right-of-way _____ Ft.
(if applicable) *(if applicable)*

Total Height _____ Ft. Setback from nearest property line _____ Ft.

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Existing Sign Information. Please complete the following **required** information.

Type of Sign:

Wall Monument Window (Neon) Bulletin Board Directory Freestanding (Ground/Pole)

Electronic Message Board Projecting Sign Reface Banner Other _____

Type/number _____ Existing Square Footage _____ Maximum Aggregate _____

Show Documentation

Please attach two (2) separate, required items as follows:

1. **SITE PLAN:** Draw or attach a rendering of the property and indicate the highway/road numbers/name. Show proposed location of sign and distance in feet from the front and side property lines to the leading edge of the sign.
2. **SIGN DRAWING:** Draw or attach a rendering of the proposed sign. Indicate (a) length, (b) width, and (c) total height from ground level to the top of the proposed sign. Show name of business or message to be on proposed sign.

Associated fees: \$25 per sign or banner / \$10 per reface ~ At this time, payment by cash or check only.

I/we, _____ do hereby acknowledge receipt and understanding of Electronic Message Board regulations in the Botetourt County Sign Ordinance. The sign shall remain in compliance with approved conditions and requirements.

APPLICANT'S SIGNATURE

DATE

APPROVED BY ZONING ADMINISTRATOR or PLANNER

DATE

NOTE: After receiving approved sign permit, the applicant is responsible for obtaining an approved Building and/or Electrical Permit.